

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>SRFJPMC-086-15</b>	
		<b>募集締切日：</b> Closing Date	<b>17 Mar 15</b>	
		<b>発行日：</b> Date of Issue	<b>4 Mar 15</b>	
<b>1.職種名 Job title ( 等級 Grade <u>7</u> / 語学等級 LD <u>4</u> )</b>  <h3 style="text-align: center;">Management Analyst, #120</h3> <p style="text-align: center;">(管理分析職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-5</p> <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲</b> Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant	
<b>2.部隊</b> Activity <b>U. S. Naval Ship Repair Facility &amp; Japan Regional Maintenance Center, Yokosuka, Japan, Continuous Improvement Office (Code 100CI)</b> <b>Lean/Six Sigma Branch (Code 100CIA)</b>  <b>勤務場所</b> Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )		
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <b>勤務日</b> Work Days: <b>Monday thru Friday 月曜日 – 金曜日</b> <b>勤務時間・休憩</b> Work Hours/Recess Period: <b>08:00 - 16:45/12:00 - 12:45</b> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
<b>6.職務内容</b> Duties  <h2 style="text-align: center;">See attached sheet</h2>				
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, <b>OR</b> possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level. b. Knowledge of Lean Six Sigma methodology. c. Knowledge of SRFJPMC objectives, organizational structures, and functions. d. Knowledge of analytical and evaluative methods applicable to conduct studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, information and documentation systems, and similar functions. e. Skill in operating computer with applications such as Microsoft Word, Excel, and Power Point. f. Ability to lead in planning, developing, and implementing improvement projects. g. Ability to manage complex workflow design projects and serve as on-site project realization champion. h. Ability to provide training to team members/green belts. i. Ability to speak, read and write English at exceptional proficiency level (LD-4).  *The selectee of the position must be able to attend and successfully complete Black Belt training and receive certification.  *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, <b>OR</b> possession of master's degree in a related field may qualify him/her at 1-6 level. 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, <b>OR</b> completion of 4-year college/university in a related field may qualify him/her at 1-5 level.  * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 <span style="float: right;">Exceptional</span>				
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		



## **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

### **Task List PD No.: SRFJRMCMC-100CIA-001 Management Analyst, #120-7**

General: The position is responsible for leading Lean projects of significant scope as determined by the project selection process. The position receives extensive training built around Lean Six Sigma improvement process, tools and leadership skills, and complete projects with documented return on investment.

#### **Project Designing/Planning/Implementing/Analysis/Reviewing**

1. Serves as a team leader on a Lean Six Sigma project team analyzing, reviewing and providing both technical and administrative support. Responsible for the planning, analysis, and completion of Lean Six Sigma projects. Responsible for performing project scope, data analysis, tool usage and Six Sigma methodology in support of SRF-JRMC objectives. Analyze and maintain accurate and timely project tracking information; identify key metrics and performance indicators, and assist in documenting Lean Six Sigma project results.
2. Leads in implementing improvement projects, which are of an approximate value of up to \$1M. Assigned to projects that are within the SRF-JRMC enterprise. Assists in documenting and reporting tangible cost benefits and Return on Investment (ROI) results.
3. Responsible for planning and organizing the study, estimating costs, coordinating with the appropriate staff and line management personnel, and conducting all phases of the project for a wide variety of organizational structures and functions complicated by many and varied overlapping operations and interlocking procedures. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods.
4. Analyze and conduct studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions.
5. Manages complex workflow design projects, using measurement and statistical process control tools, and serves as on-site project realization champion. Conducts analytical studies and evaluations requesting and utilizing input from managers throughout the command, and develops reports and consensual agreements as to the findings/recommendations.
6. The incumbent will provide training to other team members as required. The incumbent will be responsible for training and mentoring green belts.
7. The incumbent will perform other duties as required to meet the needs of the Continuous Improvement Office, Deployment Champions and other Team Leaders.

#### **Qualification Requirements:**

Must be able to attend and successfully complete Black Belt training and receive certification.